

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 6530    **TITLE:** PLANT OPERATIONS SUPERVISOR    **GRADE:** S-22

**DEFINITION:**

Under general direction, manages and supervises the County's wastewater treatment plant on an assigned shift; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Incumbents of this class are the most senior, experienced, highly skilled and trained wastewater treatment employees on site other than during the Monday – Friday day shift. The Plant Operations Supervisor differs from the Senior Plant Operator in that the Plant Operations Supervisor is the person assigned responsibility for both solids and liquids processes in the treatment plant for an assigned shift. The Senior Plant Operator class does not have such responsibility on a routine basis.

**ILLUSTRATIVE DUTIES:**

Plans, assigns, and supervises the work of subordinate personnel on an assigned shift in the County's wastewater treatment plant;  
Plans work schedules, determines the priorities of work projects, and maintains time sheets;  
Prepares, maintains, and submits periodic records of the plant's operations;  
Oversees the operations of the wastewater treatment equipment and machinery;  
Monitors each phase of the treatment process including pre-treatment, primary treatment, biological treatment, advanced treatment, and grit removal, and recommends changes to maximize the efficiency of the process;  
Oversees the daily testing of the wastewater in process to monitor the levels of settleable solids, dissolved oxygen, chlorine residuals, and others;  
Supervises the readings of meters, gauges, and thermometers;  
Instructs and trains subordinates in the principles and processes of wastewater treatment;  
Performs personnel functions such as pay-for-performance (PFP) evaluations; recommending promotions, demotions, and disciplinary actions; conducting interviews; granting leave; and approving overtime;  
Maintains effective relationships with employees, the public, and civic groups.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and operation of wastewater treatment;  
Knowledge of the biological, chemical, and physical processes involved in treatment of wastewater;  
Working knowledge of the practices, methods, material, and tools of the mechanical trades related to the maintenance of treatment plant equipment;  
Ability to plan, organize, coordinate, and supervise the work of subordinate personnel;  
Ability to identify and evaluate process operational problems and to develop and implement corrective procedures;  
Ability to make prompt and sound operating decisions in emergency situations;  
Ability to maintain accurate records and write accurate reports;  
Ability to establish and maintain effective relationships with employees and citizens.

**EMPLOYMENT STANDARDS:**

Any combination of education, training, and experience equivalent to the following:  
Graduation from high school and four years of experience in the operation of a wastewater treatment plant, at least one of which must have been in a supervisory or lead capacity.

**NECESSARY SPECIAL REQUIREMENTS:**

Must have or attain a Class I Wastewater Treatment Operator's certification issued by the Commonwealth of Virginia within six months of appointment to the class and must maintain such certification.

REVISED: February 25, 2003